



**Town of High River
Invites applications for a
Temporary, Full-Time
Assessment Data Collector
\$26.59 to \$28.77**

Position Summary: This is a temporary position that will be responsible for supporting various disaster renewal initiatives in the property assessment department.

This position will be responsible for on-site data collection and assisting the Assessment team to ensure accuracy of property information in the CAMALot assessment system. This position requires an individual to have a proactive approach and the ability to multi-task along with a strong customer service focus.

This position is scheduled to end December 31, 2015.

Qualifications: The successful applicant must have a formal education (diploma completed or in progress) in the area of Assessment or two to five years professional experience directly related to Assessment, a Grade 12 Diploma or GED and a Class 5 Alberta Driver's License. Working knowledge and two (2) years experience with the CAMALot assessment software system or a related assessment software system, the physical ability to measure and inspect residential properties and experience with photographic documentation and loading photos in an assessment software system is required. Excellent customer service skills, superb oral and written communication and proficiency in Microsoft Office is desired.

The Town offers competitive salary and benefits to commensurate with the scope and challenge of this important position. To explore this career opportunity, or to find additional information including a job description, please visit our website at www.highriver.ca, click on *Careers* and apply through our online application process. Please submit your resume and cover letter no later than **4:30 p.m., July 6, 2015**. Questions or inquiries can be emailed to opportunities@highriver.ca.

We thank all applicants; however, only those selected for an interview will be contacted.